

Community Arts Grants 2018 | Application Sections and Questions

Please note: this is **NOT** the application for the 2018 Community Arts Grants Cycle. This document is solely for your information during the application process. To apply for a grant, visit our website and submit the application digitally at www.carlsbadca.gov/arts.

SECTION 1 – Contact Information

Applying Organization Information

- Applying organization name (as show on IRS letter of determination)
- Organization doing Business as (if by another name)
- Organization EIN #
- Organization website URL
- Street Address, City, State & ZIP
- Phone Number, Email
- Are you a first time applicant?
- Org/Artist Mission Statement (max. 100 words)
- Have you received funding from the City of Carlsbad in the past? If yes, please include the funding amount for the past three years as applicable.

Main Contact for Application

- First, last name
- Street Address, City, State & ZIP
- Phone Number, Email

SECTION 2 – Applicant Information

- Are you an:
 - Arts Organization
 - Educational Institution or Affiliated Group
 - Individual Artist with Fiscal Agent
 - Fiscal agent organization's name, contact info
 - Main contact for your fiscal agent organization
 - Fiscal agent organization's EIN #
- Type of request
 - Arts Organizations: Capacity Building
 - Arts Organizations: Arts Projects
 - Arts Organizations: Arts Education
 - Educational Institutions or Affiliated Group

SECTION 3 – Project Information

- Project Name
- Proposal Summary (max. 100 words)
- Project Dates
- Amount Requested from the City of Carlsbad's Cultural Arts Office
- Total Project Budget
- Expected total number of participants and/or audience attendance

SECTION 4 – Narrative (word limits 250)

Questions are coded as follows:

Arts Organizations: Arts Projects = AP
Arts Organizations: Arts Education = AE
Arts Organizations: Capacity Building = CB
Educational Institutions or Affiliated Groups = EI
All Applications = ALL

- **ALL:** Provide a brief organizational history and description of accomplishments in the previous year
- **AP, AE, EI:** What makes this project distinctive?
- **AP, AE, EI:** What are the goals (outputs and/or outcomes) of the project?
- **AP, AE, EI:** How will the project be evaluated to measure outputs and outcomes? ALL
- **AP, AE, EI:** How will the project address community needs, including reaching underserved populations?
- **AP, AE, EI:** Who is your target population? What geographic area that will benefit from your program?
- **AP:** How will you market your project to your desired audience?
- **AP, AE, EI:** Links to marketing, project video/photo, etc. While this is not required, visuals are recommended if available.
- **AP, AE, EI:** Provide names and brief description of roles of any partners in this project. This would include any organizations, artists or individuals involved in your project that are not employed or affiliated with the applying organization.
- **AP, AE, EI:** Upload resumes of teaching artists, artists, or any other partners in proposed project
- **CB:** Provide line items that will be fully or partially funded by your grant request.
- **CB:** What special circumstances, challenges, or changes have caused your organization to focus on management and/or organizational issues at this time?
- **CB:** What are the objectives of your project and what do you expect to accomplish? How will this project improve your organization's capacity to meet its goals and advance its mission?
- **CB:** What strategies will City of Carlsbad funds utilize to meet your objectives? What is the timeframe for the project you are proposing?
- **CB:** In the long term, how do you see this project enhancing the effectiveness of your organization or network to advance its mission?
- **CB:** List any capacity-building projects you have undertaken in the past three years, the dates of those projects, and very briefly describe the outcomes.

SECTION 5 – Budget Information

- **AP, AE, EI:** Upload Project Budget form
- **AP, AE, CB:** Upload applicant's current organizational budget
- **AP, AE, CB:** Org's two most recent completed short form 990's
- **First Time Applicants:** IRS Letter of Determination
- **AP, AE, CB:** Upload the applying organization's roster of Board members. Please make sure the document includes names, titles, organization/business affiliation, emails and areas of expertise.

SECTION 6 – Signature